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ILA/ACRL Minutes and Reports

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3-9-2015

# ILA/ACRL Executive Board Minutes, March 9, 2015

Association of College and Research Libraries. Iowa Chapter

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ILA/ACRL Executive Board Meeting Minutes  
March 9, 2015  
Google Hangouts  
1:00pm-2:30pm

The meeting was called to order at 1:00 p.m.

Present: Anne Marie Gruber -- President (University of Dubuque); Sara Scheib -- President-Elect (University of Iowa); Kristy Raine -- Secretary/Treasurer (Mount Mercy University); Dan Chibnall (Grandview University); Carrie Dunham-LaGree (Drake University); Mary Heinzman (St. Ambrose University); Jill Jack (Coe College); Jenny Parker (Clarke University); Ericka Raber (University of Iowa); Pam Rees (Grandview University); Leila Rod-Welch (University of Northern Iowa); Andrew Welch (Drake University).

Absent: Liz Kiscaden (University of Iowa); Amy Paulus (University of Iowa)

### **1. Welcome and Introductions**

Anne Marie Gruber gave a welcome and noted two announcements for the group. The 2015/2016 ACRL strategic plan is now available on the ILA/ACRL website (<http://www.iowaacrl.org/content/reports/strategic/2015>). Anne Marie noted the four goals of the plan. At the upcoming spring conference, the ILA/ACRL business meeting will occur during lunch; the board is welcome to visit with attendees.

### **2. Approval of Executive Board Minutes from February 6, 2015**

Minutes of the February 6, 2015 meeting were distributed earlier via email and a Google Drive link. Motion by Anne Marie to approve the minutes, as corrected.

### **3. Treasurer's Report**

Kristy noted a new spreadsheet is now available for 2015 finances; during January 2015, the chapter received \$225.00 in receipts. The opening balance for February 2015 was \$3,717.83. During February, \$2,220.00 in receipts occurred; there were no disbursements. The organization's closing balance, as of February 28, was \$5,937.83.

#### **4. Move to New Business: Professional Development Committee proposal**

Anne Marie asked for adjustment of the agenda and moved immediately to discuss Dan's professional development committee proposal. Dan emphasized that the proposal seeks to show how ILA/ACRL might address these issues. Creating a standing committee is an option; if this method is not preferred, the new committee could be folded into an existing one. Mary noted that having a one-year, ad hoc committee might be wise before considering a full commitment. Sara commented that the newsletter committee could be folded into Electronic Communications (ECC). Andrew supported the idea of the newsletter group joining ECC; Anne Marie also supported this idea. Ericka noted the variety of librarianship represented in proposal. Anne Marie noted that the new committee could facilitate inexpensive continuing education opportunities; the Membership Committee could also market these offerings to promote joining ILA/ACRL. Dan suggested mentoring services could come under this new collaboration.

Motion by Mary to establish a one-year, ad hoc professional development committee, with member feedback to come at the spring 2016 ILA/ACRL conference; full feedback on the committee's future will be determined at the fall 2016 ILA conference. Amendment by Dan to note that the committee's charge will begin with the current guidelines, subject to change in the future. Amendment accepted; voice vote approved the motion.

#### **5. Committee and Representative Reports:**

- **Awards (Dan Chibnall)**

Dan reported that Debra Lynn Ford is the winner of the ILA/ACRL spring conference award. Debra is an SLIS student. Dan noted that Jenny has proposed an idea -- an award to an ILA/ACRL member for designing a new chapter logo. Award funds may be available due to low costs with the spring conference. Anne Marie noted that a fresh logo and new marketing ideas would be appreciated.

- **Electronic Communications (Andrew Welch)**

Andrew noted that ideas are welcomed to "freshen up" the ILA/ACRL website. The recent WebEx test went well. Hosting ability, for WebEx, can be transferred to a session participant.

The recent Zoom session, facilitated by Ericka, was also a success. Free use of the service is limited to a 40 minute session, and the service relies on a subscription. Ericka noted that with current licensing agreements, using the service may still be problematic. Quick tutorials on WebEx and Zoom would be welcomed by new board members. Ericka also noted that Zoom functions on less secure channels than WebEx and Skype. Anne Marie agreed that Google Hangouts do pose challenges and asked if ILA might have policies on using WebEx.

Andrew noted that up to 25 free connections are available in a WebEx session; using the software for a webinar incurs a fee. Anne Marie asked if anyone has used Collaborate; Mary replied that St. Ambrose uses the software and would be willing to host a test session. Sara supported using an ILA provided tool, allowing anyone to set up a session. Andrew will inquire about ILA policies for using WebEx; he is willing to condense relevant technical support documents into a quick start guide. Ericka suggested determining the definition of a “webinar” in WebEx and see if the software could be used for professional development needs.

- **Fall Program (Amy Paulus)**

Anne Marie reported for Amy. The fall program committee will be meeting in March; more details will be forthcoming.

- **Membership (Jenny Parker)**

Jenny reported that as of February 3, 2015, the chapter had 71 members. The organization has added 56 members, for a total of 127, as of March 9. The membership committee sent email reminders at the start of February; the group is working on a second membership appeal for the beginning of March. The committee is also actively recruiting Ambassadors, with 11 persons confirmed to date. The recruiting efforts will continue throughout the year.

- **Newsletter (Leila Rod-Welch)**

Leila noted that articles for the next newsletter issue are due on March 27, with an April 1 launch date. News items are encouraged. Leila supported the idea of folding the proposed professional development committee into the Electronic Communications Committee (ECC).

- **Nominating (Sara Scheib)**

Sara noted that the committee has approved a new volunteer form (<http://goo.gl/forms/CjYd6vIQWW>.) and asked if paper versions of the form should be placed in registration packets at the spring conference. Anne Marie said this practice was done in the past. Sara noted that she would connect with Liz for this distribution need.

- **Spring Conference (Liz Kiscaden)**

Anne Marie shared Liz's report with the board. The spring conference currently has 70 registrants and hopes to have 20 additional participants. Liz noted much committee effort to make sustainable materials available at meals. Committee has worked with the caterer to achieve a solution with recyclable plastic plates.

The conference schedule is now linked to the website and available through Sched, an online service. Paper versions will be available in limited quantities. Feedback on the electronic program service is appreciated. The evaluation process will be offered only in electronic form; emails will be sent immediately after the conference with instructions.

Andrew noted approval with limited printed programs; Anne Marie noted business meeting will also be "going green." Andrew suggested comparing print and electronic evaluation response rates from the past.

- **K12/Higher Ed Ad Hoc Committee (Pam Rees)**

Pam noted reminders being sent to two institutions, with the committee readying itself for the sunset period. Pam asked how to address the shift in committee work. Anne Marie noted the discussion will be part of the forthcoming ILA/ACRL conference's business meeting.

- **ACRL Government Relations Representative (Mary Heinzman)**

Mary noted the recent reauthorization of the Elementary and Secondary Education Act (ESEA). ILA Legislative Day will be March 18 with a reception at the state capitol's Law Library. Mary noted that legislators are interested and receptive to discussions about college readiness. May 4<sup>th</sup> will be National Legislative Day; Mary will attend the event with Duncan Stewart, Allison Ames Galstad, and Michael Scott, state librarian.

- **ACRL Chapter Council Representative (Ericka Raber)**

Ericka noted nothing to report at this time.

## **6. Unfinished Business**

- **Information Literacy Task Force update (Ericka Raber)**

Ericka noted that the task force has met twice and suggested a joint, division-level committee for a partnership towards college readiness. The task force's continuing development aims may fall within the mechanics of Dan's committee proposal. The task force continues to examine how community colleges might be involved in the discussion. Early April will be the expected time for the task force's proposal.

Anne Marie noted flexibility in receiving the proposal and asked how a joint committee might be affected by ILA by-laws. Mary noted her past participation in such a committee; the ILA executive board encourages joint work. Providing a description of the committee to the ILA executive board liaison will begin potential approval process. A joint presentation can then occur at the ILA fall conference. Anne Marie noted her monthly reports to ILA; a description of the joint committee could be provided in one of these reports.

## **7. New Business**

- **Contact from Julia Dickinson about Knight News Challenge Grant opportunity**

Anne Marie noted contact from Julia Dickinson (St. Ambrose University) in tandem with the Knight News Challenge Grant that focuses on news literacy. Dickinson is seeking to gauge college and university interest levels towards participating. Initial application round begins on March 19; those interested should contact Julia for further details. Mary noted Julia is developing a "News Know How" project with focus on the fall elections. Anne Marie asked chapter for support of project; board approved support of grant application.

- **Contact from Mara Eggherman: ILA Community College Librarians Round Table**

Anne Marie noted that Mara Eggherman (Marshalltown Community College) is a member of the ILA Community College Librarians roundtable. Eggherman is prompting discussion, curious to know if their organization should reside under ILA-ACRL instead of the broader ILA association. Full roundtable membership has not discussed this issue; roundtable currently has 25 members. Eighteen, Iowa community colleges have members in ILA/ACRL. Membership benefits could provide professional development opportunities for the group.

Anne Marie noted Sara's recent research to determine special interest groups that have presence within other state-level ACRL chapters. Mary mentioned that the community college roundtable does not have a membership fee; Jenny noted Mara as member of the ILA/ACRL Membership Committee. The addition of more community college librarians to ILA/ACRL would be beneficial. Anne Marie asked about total counts for community college librarians; Sara estimated 50 persons and indicated the roundtable was not particularly active. Bringing group into ACRL may promote higher levels of collaboration.

## **8. Other New Business**

Leila asked about determining analytics for the ILA/ACRL newsletter website. Andrew noted he will do research and share results with the board.

Anne Marie reminded board members that those who are unable to attend the spring conference should provide her with a report or ask for another committee member to present information.

No further business.

The meeting was adjourned at 2:09 p.m.

Respectfully submitted,  
Kristy Raine, ILA/ACRL Secretary-Treasurer